

JOB CORPS CERTIFICATION OF STUDENT GRADUATION AND COMPLETION OF VOCATIONAL TRAINING ARMED FORCES CERTIFICATION FORM



SECTION I.

Student/Graduate Information:

Name: _____ Social Security No: _____

Home Address: _____

Telephone Number: _____

SECTION II.

Job Corps Center Information:

Name: _____ Telephone No.: _____

Address: _____

E-Mail: _____ Website: _____

To be considered for enlistment in the U.S. Army or U.S. Navy, Job Corps graduates must meet criterion below. NOTE: In compliance with the Armed Forces recruitment requirements, Employability/Career/Social Skills Training, Orientation, G.E.D. preparation, non skill/trade training clock-hours or academic courses **MAY NOT** be included in calculating the required 675 clock-hours of vocational training.

SECTION III.

Trade from which student graduated
(or was enrolled):

Initial Date of Entry:

Date of Completion:

The above referenced individual has successfully completed the following vocational training hours:

Month	Year	Hours Completed	Month	Year	Hours Completed	Month	Year	Hours Completed	Month	Year	Hours Completed
January	20__		April	20__		July	20__		October	20__	
February	20__		May	20__		August	20__		November	20__	
March	20__		June	20__		September	20__		December	20__	

A copy of the graduates TAR(s) MUST accompany this verification form.

Total vocational training hours completed:

SECTION IV.

The individual referenced in Section I:

☐ Graduated from a Job Corps center and successfully completed a minimum of 675 clock-hours in a Job Corps center trade.

SECTION V.

The individual referenced in Section I:

☐ Earned a GED on _____, 20__.

SECTION VI.

We the undersigned, herewith certify that the above information is correct and that records from which this information was obtained are on file at the Job Corps center.

Signature of Training Director

Date

Signature of Center Director (Mandatory) Date

**JOB CORPS CERTIFICATION
OF
STUDENT GRADUATION AND COMPLETION OF VOCATIONAL TRAINING
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INSTRUCTIONS

All information entered upon the Job Corps Certification of Student Graduation and Completion of Vocational Training shall be typed or printed clearly.

SECTION I

- Complete the information in Section I verifying the full name of the student/graduate.
- Take careful note that the Social Security Number (SSN) is recorded correctly.
- Enter the student's permanent home address.
- The telephone number should include the area code.

SECTION II

- Please indicate the name of the Job Corps center that the student is currently attending.
- Please include the telephone number for the Job Corps center.
- Input the Job Corps center's mailing address.
- Indicate the e-mail address of the staff person responsible for the Business and Community Liaison function.
- Indicate the Job Corps center's website if applicable.

SECTION III

- Please indicate the trade that the student was enrolled in or graduated from.
- Include the initial date of entry.
- Include the date of completion.
- Beginning with the initial month/year and then for each subsequent month/year of vocational training, indicate the number of training hours until completion.
- Add together the four columns of the table entitled, "Hours Completed," and enter the total in the space provided entitled, "Total vocational training hours completed."
- In order for Work Based Learning (WBL) hours to be applied, the hours must be listed in the last section of a student's TAR.
- In compliance with the Armed Forces recruitment requirements, Employability / Career / Social Skills Training, Orientation, G.E.D. preparation, non skill / trade training clock-hours or academic courses **MAY NOT** be included in calculating the required 675 clock-hours of vocational training.
- A copy of the graduates TAR(s) **MUST** accompany this verification form.

SECTION IV

- If the individual referenced in **SECTION I** has "graduated from a Job Corps center and successfully completed a minimum of 675 clock-hours in a Job Corps center trade," then check the box to the left of this stated requirement.

SECTION V

- If the individual referenced in **SECTION I** has "Earned a GED," then check the box and provide the date of the award in the space provided."

SECTION VI

- Once the form is completed, the Training Director (or comparable staff position) and Center Director shall certify by signature that the "above information is correct and that records from which this information was obtained are on file at the Job Corps center." **In order to preclude the falsification of Job Corps documents, the current onsite Center Director must sign without exception.** Failure to do so will invalidate the certification.